

City of North Little Rock  
Parks and Recreation

# Special Events Packet

*(Revised 202001)*

Application

Rules and Regulations

Special Event Rate Schedule



Special Events

North Little Rock Parks and Recreation  
1 Eldor Johnson Drive, North Little Rock, AR 72118  
Phone: 501-906-6300 • Fax: 501-906-6300  
email: [specialevents@nlrpr.org](mailto:specialevents@nlrpr.org)



City of North Little Rock  
Parks and Recreation Department

Revised: 201J6J

# Special Event Application

This Application must be submitted a minimum of 6 weeks prior to the requested date to ensure plenty of time for processing and approval which can take four or more weeks depending on the complexity of the event.

The Special Events Rate Schedule is located on the last page of this application.

## BASIC EVENT INFORMATION

Event Name/Title: \_\_\_\_\_

Location of Event:  Burns Park - specific location: \_\_\_\_\_  
 North Shore Riverwalk Park - section(s) \_\_\_\_\_  
 Other Park: \_\_\_\_\_

Date(s) of Actual Event: \_\_\_\_\_

Estimated Number of Attendees: Adults (19+) \_\_\_\_\_ Youth (0-18) \_\_\_\_\_ Total: \_\_\_\_\_

Time Event Begins Each Day: \_\_\_\_\_ Time Event Ends Each Day: \_\_\_\_\_

Will Additional Days/Time be needed to Set-up and Clean-up?  
 No  Yes - Dates and Times: \_\_\_\_\_

Has this Event been held before?  No  Yes - Date: \_\_\_\_\_  
Location: \_\_\_\_\_

## APPLICANT INFORMATION

Name / Event Organizer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone 1: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_ Phone 2: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_

Email: \_\_\_\_\_

Are you organizing the Event on behalf of an organization?  
 No  Yes - Organization: \_\_\_\_\_  
*If this is a 501(c)(3), please submit documentation with this form*

Organization Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_

Organization Web Site: \_\_\_\_\_

Has the Applicant conducted previous events in the City?  
 No  Yes: Event: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Location: \_\_\_\_\_  
*Use additional pages if necessary.*

Event Day On-Site Contact (if different from Applicant): \_\_\_\_\_  
Phone 1: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone 2: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## EVENT INFORMATION

*This information may also be used for our newsletter and calendar.*

Who can the public contact for more information: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Website/Email: \_\_\_\_\_

Event Description (what is the event about, what types of activities are planned, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Event open for public attendance?  No  Yes

Is a Paid Admission associated with the Event?  No  Yes - Fees: \_\_\_\_\_

**EVENT FEATURES**

**Alcohol**

Are you requesting to sell, serve, and/or allow Alcoholic Beverages at any time during the Event?

No  Yes - Describe: \_\_\_\_\_

ABC Permit Holder Name (if applicable): \_\_\_\_\_

ABC Permit Holder Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

*Submit letter of permit when received.*

Charity benefiting from Sales (if applicable): \_\_\_\_\_

*Attach Letter of Agreement*

**Vendors**

Will vendors be on-site to serve, sell, and/or solicit for sale Food and Non-Alcoholic Beverages?

No  Yes - Describe: \_\_\_\_\_

Will vendors be on-site to sample, sell, and/or solicit for sale Merchandise and/or Services?

No  Yes - Describe: \_\_\_\_\_

All vendors are required to have a business license. An A&P Permit is also required to sell food and/or beverages. Please list all vendors, their contact information, and on-site contact. Use separate sheet as needed.

Vendor Name	Owner's Name and Mailing Address	Owner's Phone Number	A&P Permit #	NLR Business License #	On-Site Contact and Number

**Amplified Sound**

Will Amplified Sound be used other than a basic music player?

No  Yes - Describe: \_\_\_\_\_

Will Live Entertainment be used (DJ, band, etc.)?

No  Yes - Describe: \_\_\_\_\_

**Vehicles**

Will vehicles/trailers/boats be used within the Event area?

No  Yes - Describe vehicle(s), quantity, purpose, and driver(s): \_\_\_\_\_

Will vehicles/trailers/boats need to remain within the Event area overnight?

No  Yes - Describe each and reason for overnight stay: \_\_\_\_\_

**Promotional Features**

Please describe (type, location, etc.) any type of promotional banners, signs that you desire to place outside of the Event Area: \_\_\_\_\_

**Miscellaneous Features**

Will the Event utilize Inflatables (moon bounce, etc.)?

No  Yes - Describe: \_\_\_\_\_

*A Certificate of Insurance listing the City of North Little Rock as additionally insured may be required. Additional electrical panel(s) may also be required depending on the power requirements of the inflatable.*

Will the Event utilize animals and/or exhibition or petting zoo?

No  Yes - Describe animals and purpose: \_\_\_\_\_

*Submit documentation of Vaccination Records and Proof of Insurance and Endorsement*

Will the Event utilize a stage or platform?

No  Yes - Describe stage and its location: \_\_\_\_\_

*Include the stage/platform location on the Site Map.*

Will the Event need additional bleachers? (Bleachers may not be available for every Event area.)

No  Yes - Describe the number, size, and locations: \_\_\_\_\_

*Include the bleacher location on the Site Map.*

Will the Event utilize tents?

No  Yes - Describe the number, size, and how they will be secured (water barrels, sandbags, etc.) (No staking allowed): \_\_\_\_\_

*Include the tent locations on the Site Map.*

Will the Event utilize other structures or features not listed in this application?

No  Yes - Describe the items and their location: \_\_\_\_\_

**UTILITIES**

**Power**

Will there be electrical usage requiring more power than a standard outlet (if available in Event area)?

No  Yes - Either: Requested Number of Electrical Panels and Power Requirement(s): \_\_\_\_\_

Or you will provide your own generators: quantity and description: \_\_\_\_\_

**Water**

Will there be water usage requiring more water than a standard spigot (if available in Event area)?

No  Yes - Describe your need: \_\_\_\_\_

**SECURITY, SAFETY, and MEDICAL**

*The On-Site Event Manager must have available immediate phone access and phone numbers to contact emergency personnel, if not stationed at the Event.*

**Security**

How will the Event Staff be identifiable during the event? \_\_\_\_\_

Describe the Security provisions for the event (*If you need assistance in developing a plan, you contact the North Little Rock Police Department at 501-771-7182*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will barricades or temporary fencing be used?

No  Yes - Describe: \_\_\_\_\_

*Include the barricade/fence outline on the Site Map.*

**Safety**

Describe the Safety provisions for the Event (lighting, power cords, walkways, etc.) - How do you plan to keep your attendees, participants, volunteers, staff safe? \_\_\_\_\_

\_\_\_\_\_

**Medical**

Will Emergency Medical providers be stationed at the Event (may be required for some events)?

No  Yes - Medical Provider Contact: \_\_\_\_\_

Describe the access points to the Event area for medical personnel and other responders in case of an emergency: \_\_\_\_\_

\_\_\_\_\_

**TRAFFIC and PARKING**

**Parking**

Is there current adequate Parking for the Event?

Yes  No - Describe plan for additional parking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Traffic**

Describe the motor vehicle traffic flow (ingress and egress) for the Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will you be requesting the Closing or Obstruction of any public street or public right-of-way?

No  Yes - Describe street/right-of-way and beginning and ending intersections: \_\_\_\_\_

\_\_\_\_\_

*A detailed description and map of the area is required and must be attached.*

### SANITATION

Applicant is responsible for all clean-up of the area used for the Event. The Applicant shall also clean-up any other area where refuse comes from or is caused by the Event and all refuse from operation to proper disposal areas. The Applicant agrees that it shall clean up the areas described prior to leaving the premises each day.

#### Restrooms

Will Toilet Facilities be available?

No  Yes - Will Portable Toilets be used?

No  Yes - Number of Portable Toilets: \_\_\_\_\_

Location of Portable Toilets: \_\_\_\_\_

Company: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Take-Away Date: \_\_\_\_\_

#### Trash and Waste

Are there adequate receptacles for trash and other refuse on-site?

Yes  No - Either: Will a Dumpster be used?

No - Number of additional receptacles requested: \_\_\_\_\_

Yes - Location of Dumpster(s): \_\_\_\_\_

Company: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Take-Away Date: \_\_\_\_\_

#### Clean-Up

Describe the provisions made for cleaning and restoration of the Event area and facilities (including parking and ingress/egress areas) after the event: \_\_\_\_\_

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### MAPS

#### Site Map

Attach a Site Map (or sketch), blank park site maps are available, if you plan to include any of the previously mentioned event features at your event. The Site Map should indicate the relative location of features that will be included at the Event (barricades, fences, restrooms (portable toilets), dumpsters, stages, generators, vendors, etc.). All Site Maps are subject to the approval of the Department.

#### Route Map

If the Event includes a run, walk, or other activity in which participants will be following a course, then you must attach a Route Map (or sketch) and a written description of the proposed route. All proposed routes are subject to Department approval and use of any space outside the park is subject to the approval by the property owner. The Department is not responsible for any costs associated with the denial of a proposed route. Cones, yard signs are acceptable forms of marking the course (paint, spray chalk, etc. are not allowed).

**APPLICANT SIGNATURE**

By signing and submitting this form, I acknowledge that I will follow all applicable Federal, State, local laws, and the policies of the Department. I acknowledge that I have received a copy of and agree to abide by the *Special Event Rules and Regulations*. A copy is attached. I understand I am responsible for any licensing and permitting fees, damages and cleanup to the event site.

Applicant Name:	
Title:	
Signature:	
Date:	

*Payment: Cleanup/damage deposit is due within five (5) business days of approval of the event. Event Fee is due a minimum of ten (10) business days prior to the event date. All payments will be deposited upon receipt. Cleanup/damage deposit refund will be submitted for processing within five (5) business days after the event, if applicable.*

**Please return completed form and attachments to:**  
 Special Events, North Little Rock Parks and Recreation  
 1 Eldor Johnson Drive, North Little Rock, AR 72118  
 Phone: 501-906-6300 • Fax: 501-906-6300  
 email: [specialevents@nlrpr.org](mailto:specialevents@nlrpr.org)

**OFFICE USE**

Department	Signature / Email	Date of Approval
Facility Manager		
Police		
Fire		
Traffic		
Street		

- Attached or Included (if applicable):
- Cleaning and Restoration Plan
  - Letter of Agreement with Charity
  - Alcohol Beverage Control Letter or Permit

*Event Application will be final when all signatures and attachments are received and approved.*

This event is approved with the conditions and plans set forth.  
 Approval Authority: \_\_\_\_\_ Date: \_\_\_\_\_



Revised: 201807

City of North Little Rock  
Parks and Recreation Department

## Special Events Rules and Regulations

### A. BOOKING AND RESERVATIONS

Applications are due six (6) weeks prior to the event date to ensure adequate time to obtain approvals. All events must be approved by North Little Rock Police, Fire, Traffic, and Street Departments, where applicable. Renters will receive a written confirmation, via e-mail, once all approvals have been received. If you have any questions, please call us at 501-906-6300 or email us at [specialevents@nlrpr.org](mailto:specialevents@nlrpr.org).

### B. RENTAL FEES

A Special Events Rate Schedule is outlined in APPENDIX A. The Clean-up/damage deposit is due within five (5) business days of the approval of the event. The Event Fee is due a minimum of ten (10) days prior to the event date. A written confirmation will be forwarded to the renter immediately upon receipt of the deposit. The event will be placed on a Master Event Calendar upon receipt of the deposit and application. Payment may be made via credit card, or cash or check hand-delivered or mailed to:

Special Events  
North Little Rock Parks and Recreation  
1 Eldor Johnson Drive North Little Rock, AR 72118

The office hours are Monday through Friday, from 8:00 a.m. to 4:30 p.m. The office is closed on weekends.

### C. REFUND AND CANCELLATION POLICY

Any paid rental fees and/or deposits will be refunded **only** if the renter cancels no less than thirty (30) days from the scheduled event or may be applied to an alternate date. The refund will be submitted for processing within five (5) business days after the event, if applicable.

**The deposit will be forfeited if the event is cancelled within thirty (30) days.** Any paid rental fees will be refunded.

### D. CLEAN-UP (See the "Rental Fees" section above for specific details.)

All trash must be removed from the rented area (including parking lots) within twelve (12) hours following the event. If the rented area is left clean and no damages are reported, we will issue a refund of the cleanup/damage deposit within 15 - 30 days. Failure to do so will result in the non-refund of all or part of the cleanup/damage deposit. If damages occur or trash is not cleaned, then only a portion of the cleanup/damage deposit will be refunded. If damages exceed the deposit amount, then renters will be invoiced for the difference.

If dumpsters are needed for the event, renter will be responsible for coordinating dumpster delivery and removal, and payment of dumpster fees. Placement of dumpsters will be coordinated between renter and NLRPR Staff as determined by the layout of the event. If a dumpster is used, its size must be based on anticipated attendance for the event.

### E. SECURITY

The North Little Rock Police Department determines **all** security requirements based on the event scope, needs and audience. Renters are responsible for payment of all security services as determined by the North Little Rock Police Department. The completed Event Application will be submitted to the North Little Rock Police Department for approval. Arrangements for security must be made **thirty (30) days** prior to the event. Failure to do so can result in the event being cancelled. All security questions and arrangements must go through North Little Rock Police Department.

## Special Events Rules and Regulations (continued)

### F. EMERGENCY PERSONNEL

The appropriate level of on-site medical coverage of paramedics, EMTs and/or certified first aid providers is determined by the North Little Rock Fire Department and MEMS. Renters will be responsible for making arrangements with emergency personnel and the cost of this service.

### G. ALCOHOL/TOBACCO

Alcohol is not permitted in any city park except when and where authorized by the North Little Rock Parks and Recreation Department. If the event receives approval for alcohol, the event area must be barricaded and security must be staffed per North Little Rock Police requirements. All entrances and exits must be staffed to prevent alcohol from leaving the beer garden or event area. Tobacco use is prohibited in city parks except in designated areas. City event staff will help coordinate designated smoking areas for the event.

**The sale of any liquor other than beer or wine is PROHIBITED at the North Little Rock Parks.** Renter should contact the Alcoholic Beverage Control Board (ABC) to receive a picnic permit application. In order to sell beer and/or wine, renters must receive a letter of permission from the North Little Rock Parks and Recreation to send with the picnic permit application to ABC. Picnic permits must be posted and a copy sent to the North Little Rock Parks and Recreation. **Renters must follow all ABC policies and procedures.** A non-profit entity must receive 25% of the net sale of wine and/or beer. The city event staff can make recommendations of non-profits for the distribution.

### H. PROPERTY DAMAGE

Renters are responsible for any and all repairs of damaged property including, but not limited to: sound and lighting equipment, stage, benches, sod, and all fixed elements of the portion of the park being used. Any rocks moved from the area during the event must be replaced. Vehicles used during event load in and load out are limited to medium sized U-Haul type vehicles. **No 18-wheelers are allowed without prior approval. No vehicles are allowed to remain inside the event area during the event without prior approval. All vehicles left inside the restricted area will be towed.** No parking or driving off paved surfaces will be allowed if it rains within three (3) days prior to the event – this includes any car or RV shows that may be scheduled. No trees, shrubs, grass, rocks should be cut, cleared, or moved without written permission from North Little Rock Parks and Recreation.

### I. MUSIC LICENSING RULES

If renters choose to use musical property without permission, the law provides that a court can assess damages from a minimum of \$750 for each work infringed, require you to pay the copyright owners' attorney's fees and court costs, and enter an injunction against you. Under the law, presenters of concerts and other musical events are responsible for performances on these premises. Technically, everyone who participates in an infringing performance is liable and copyright owners can sue the event presenter as well as members of the band or the disc jockey who actually gave the unauthorized performance. Renters are responsible for ensuring that music licensing rules are followed. For more information, contact one of the music performing rights societies – ASCAP, BMI, or SESAC.

### J. ELECTRICITY/WATER

Where available, parks are equipped with multiple power sources; however, renters will be responsible for any additional equipment and its hook-up charges. If additional power is required, electrical panels may be arranged through city event staff for an additional cost to the renter. If generators are needed, they must be secured, arranged, and paid for by the renter. **There is no charge for regular electric or water usage within the park. If significant electrical or water usage is needed, then renter will be charged according to Special Event Rate Schedule. Renters are NOT allowed to charge vendors for connecting to existing power or water sources.**

### K. PORTABLE TOILETS

Permanent toilet facilities are located at various places throughout the parks; however, portable toilets may be required depending on the size, location, and duration of the event. Portable toilets must be arranged by the renter for delivery and removal, and payment of any associated fees. Placement of portable toilets will be

## Special Events Rules and Regulations (continued)

coordinated between renter and NLRPR Staff as determined by the layout of the event. If portable toilets are to be used, the quantity must be based on anticipated attendance for the event and include an appropriate number of accessible toilets and handwashing stations.

### L. VENDING \*\* See attachment "Operating a Business in North Little Rock"

Food and Beverage Vendors:

A list of food and beverage vendors will be provided at no cost to renter upon request. Vendors must remove all coals, ashes, or grease. If not, renter will be liable for damages. A final list of all food vendors must be supplied to the North Little Rock Health Department and North Little Rock Parks and Recreation **ten (10) business days** prior to the event.

Food and beverage vendors are required to have an A & P Tax Permit along with their privilege license in order to do business in the park. There is no charge for the A & P Tax permit; it expires only when the business closes. Food and beverage vendors will only have to apply for the A & P Tax permit once. The permit must be posted on site in the vending trailer. Food and beverage vendors are required to submit the 3% restaurant tax on gross receipts following the event. Any non-profit vendor must also receive a privilege license. Non-profits will need to provide a copy of the non-profit status letter as assigned by the IRS. Non-profits are not required to get the A & P Permit if the IRS status letter is received. Vendors may obtain an A & P Tax Permit and privilege license by calling 501-340-5319 or by visiting the City Clerk's Office in City Hall at 300 Main Street, North Little Rock, 72114. The office is open Monday through Friday 8:00 a.m. - 4:30 p.m.

Other Vendors:

A final list of retail vendors (any vendor selling or offering non-food items or services) must be supplied to North Little Rock Parks and Recreation **ten (10) business days** prior to the event.

Retail vendors are required to have a business/privilege license recognized by the City of North Little Rock and be approved by North Little Rock Parks and Recreation. If the vendor needs to purchase a privilege license, they can acquire one by calling 501-340-5319 or by visiting the City Clerk's Office in City Hall at 300 Main Street, North Little Rock, 72114. The office is open Monday through Friday 8:00 a.m. - 4:30 p.m.

### M. EVENT LAYOUT

**Renters are required to work with North Little Rock Parks and Recreation prior to each event to discuss proposed layout.** A site map is required for all events. The city event staff must be able to communicate with a primary event organizer during the event via cell phone. Renters must provide two (2) All Access passes (if passes are required) to the city event staff. For North Shore Riverwalk Park, vendors may not set up under any of the bridges for security reasons. No tents, vendors, or fencing can be placed on or across the trails or streets. **No stakes are allowed. All tents must be secured by water barrels or sand bags.** Beer and soft drink vendors should be on or near drains to reduce mud. This is especially recommended for events lasting more than one day.

### N. LOAD IN/LOAD OUT

Additional days for setup/take down are allowed and must be approved by North Little Rock Parks and Recreation. **Under no circumstances will any vehicles be allowed to park or stand on unpaved surfaces unless prior approval has been granted by the city event staff.** If a vehicle needs to load or unload, it should pull off the street, load or unload, then exit the area. Musicians may be dropped off at the performance areas, but vehicles (including limousines) cannot stand or park on the sidewalk, unpaved surfaces, and areas designated as no parking. Areas must be kept clear to allow fire trucks, police vehicles and ambulances free access to the park area. This applies to **everyone** and is in effect at all times during the event including load in and load out.

### O. INSURANCE COVERAGE

Insurance for basic liability, **and liquor liability if beer and/or wine are served**, is required and the event must have coverage of \$1,000,000.00 or more. The certificate of insurance should name **the City of North Little Rock, its**

## Special Events Rules and Regulations (continued)

**officers, employees and agents and any other public entities impacted by this event** as an additional insured and must be received by city event staff no later than **ten (10) business days** prior to the event.

### P. PARKING

Parking is available in many areas of the parks. Designated parking areas must be used for event staff, volunteers, vendors, and participants. If the available parking at the event area is deemed insufficient prior to the event, other parking areas may be arranged and coordinated through the city event staff. It is the responsibility of the renter to ensure that event staff and attendees are aware of the event's parking areas. Parking in non-designated areas is prohibited and a citation may be given.

### Q. CAMPING

Camping is not allowed at any time within the park area. The only exception is overnight security trailers in the event area which must be pre-approved by North Little Rock Parks and Recreation. RV camping is available at the Burns Park RV Park and Campground located in Burns Park off I-40 at Exit 150 (501-771-0702 to make reservations) and at the Downtown Riverside RV Park located east of the I-30 Bridge (501-340-5312 to make reservations).

**Burns Park is closed midnight to 6 am. North Shore River District is closed midnight to 5 am.**

### R. SIGNAGE

Renter may place certain signs, banners, and decorations for the event but must be removed within twelve (12) hours following the event including the items used to affix the signs, banners, and decorations. Staples and nails are prohibited. Please use tape or other temporary, removable adhesive, or clips to fasten any decorations and signs. Yard sale signs may be used. **Under no circumstances will any paint, spray chalk, etc. be used on paved surfaces.**

Directional Signs used to direct attendees to the event or to mark a course or route during an event may be placed in the park no earlier than 36 hours prior to the event and may not be attached to an existing park sign. Yard sale type signs are acceptable. **Under no circumstances will any paint, spray chalk, etc. be used on paved surfaces.**

### S. CITY ORDINANCES

Renter must abide by all current Federal, State, and Local laws in addition to the policies of NLRPR pertaining to parks and park facilities (alcohol, tobacco use, parking, etc.).

### T. HELPFUL INFORMATION

- A list of parks can be found on our website, [www.nlrpr.org](http://www.nlrpr.org).
- The North River Landing Boat Ramp **MUST** be accessible at all times for emergency personnel.
- The rented area **MUST** be accessible at all times for emergency personnel.
- Weapons and alcohol are **NOT** allowed in city parks.
- Barbecue contests/events are allowed within the North Shore Riverwalk Park area with prior approval.
- Inflatable rides for children are allowed if approved by city event staff prior to the event. Carnival rides may be allowed at certain city parks with special approval from the City of North Little Rock and the Parks and Recreation Department.
- Use of motorized vehicles, including golf carts, during the event are not allowed off of paved surfaces designated for motor-vehicle use. And are not allowed on the levee (includes the slope of the levee as well as on top). Golf carts are to be driven by responsible, licensed adults and are not to be driven by children.

### U. SPECIAL CONSIDERATIONS, NEEDS, REQUESTS

Other event needs, requests, and permissions that differ from any of the above must be agreed to between the renter and North Little Rock Parks and Recreation, listed on a separate sheet, and attached to the event application.

<b>SPECIAL EVENTS</b>			
<i>Event Manager is responsible for Special Event Form, clean up, trash placed in designated location, police, portable toilets, dumpsters, etc.</i>			
<i>Non Profits must present 501(c)(3) documents and list North Little Rock Parks and Recreation as sponsor to be eligible for a 50% discount on</i>			
<b>ALL City Parks except North Shore Riverwalk Park area</b>			
	<b>All-Retail Vendors Each</b>	\$	25.00
	<b>Runs/Walks (5K, 10K, 15K, Bike Rides, &amp; Basic Event with Limited Park Impact)</b>		
	Deposit (to be applied toward fees)	\$	100.00
	0-449 Participants		350.00
	500+ Participants		600.00
	<b>Adventure Races, Festivals, Special Events, Etc.</b>		
	Deposit (to be applied toward fees)	\$	500.00
	0-499 Participants		700.00
	500-999 Participants		1000.00
	1000+ Participants		1300.00
	<b>Concerts</b>		
	Deposit	\$	500.00
	Half Day		500.00
	Full Day (6:00am-11:00pm)		1000.00
	<b>Disc Golf Tournament</b>		
	per day (Red and Blue Courses)	\$	125.00
	<b>Weddings</b>	\$	
	4 hour period (except Old Mill - See page 1)		100.00
	<b>Food Truck Special Event</b>	\$	
	Per Food Truck Per event		25.00
	<b>Informal Training Runs and Rides (Must notify NLRPR of event)</b>	\$	0.00
	<b>Neighbor Associations Affiliated with City on Case by Case Basis</b>	\$	Varies
	<b>Commercial Solicitation/Sales</b>		
	Per Parking Space	\$	50.00
<b>North Shore Riverwalk Park area (I-30 to Broadway Street Bridge)</b>			
	<b>Section A (Broadway Bridge to Willow Street)</b>		
	All Day Rental (5 am - 11 pm) (Festival or large event)		1500
	1/2 Day Rental (5 am - 2 pm OR 2 pm - 11 pm) (Festival or large event)		750
	1/2 Day Rental (5 hour maximum) (small charity events, 5Ks, etc.)		400
	Clean Up Deposit		500
	<b>Section B (Willow Street to Main Street Bridge)</b>		
	All Day Rental (5 am - 11 pm) (Festival or large event)		1500
	1/2 Day Rental (5 am - 2 pm OR 2 pm - 11 pm) (Festival or large event)		750
	1/2 Day Rental (5 hour maximum) (small charity events, 5Ks, etc.)		400
	Clean Up Deposit		500
	<b>Section A &amp; B (can be rented together)</b>		
	<b>Section C (River House and surrounding Area)</b>		
	All Day Rental (5 am - 11 pm)		800
	1/2 Day Rental (5 am - 2 pm OR 2 pm - 11 pm)		400
	Clean Up Deposit		500
	<b>ADD Ons for North Shore Riverwalk Park (Sections A, B, and C)</b>		
	Bike Rack Barricades (paid to NLR Street Department)		varies
	Chain Link Fencing (Temporary) - per linear foot		3.85

<b>SPECIAL EVENTS (continued)</b>			
<b>ADD ONS FOR ALL EVENTS AND TOURNAMENTS</b>			
	Clean Up Post Event - Staff per hour	\$	40.00
	Electrical Panel		70.00
	Extra Electrical Usage		Varies
	Extra Water Usage		Varies
	Additional Bleacher (if available)		25.00
	Additional Picnic Table (if available)		10.00
	Additional Restroom		100.00
	Facility Rental after Approved or Allotted Time -- Per hour rate		125.00
	Commercial Retail Vendor per event		25.00
	Mobile Food Vendors		
	per day and in compliance of A&P tax payments	\$	0.00
	per day and not in compliance of A&P tax payments	\$	25.00
	<i>Extra Site Prep (depending on man hours)</i>		
	Mowing	\$	Varies
	Blowing/Sweeping Area	\$	Varies
	Portable Stage (includes delivery, set up, and take down by city staff) (per use)		500.00